

29 July 1980

OFFICE OF FINANCE NOTICE NO. 30-80


SUBJECT: Minimum Time-in-Grade Guidelines

1. The Deputy Director for Administration has decided, after requesting minimum time-in-grade proposals from the Heads of Career Subgroups, that one set of guidelines for eligibility to be considered for promotion to the next higher grade will be used throughout the DDA Career Service. These guidelines are based on grade only and apply to all personnel, whether clerical, technical or professional. Exceptions to these guidelines may be approved by the Head of each Career Subgroup; however, any exceptions made are required to be reported to the DDA/CMO.

2. Effective immediately, the following DDA minimum time-in-grade guidelines will be used in considering all MF employees for promotion:

GS-03 to GS-04	6 months
GS-04 to GS-05	6 months
GS-05 to GS-06	6 months
GS-06 to GS-07	6 months
GS-07 to GS-08	6 months
GS-08 to GS-09	6 months
GS-09 to GS-10	9 months
GS-10 to GS-11	9 months
GS-11 to GS-12	11 months
GS-12 to GS-13	17 months
GS-13 to GS-14	23 months
GS-14 to GS-15	23 months
GS-15 to SIS	23 months

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